

**PARK AND RECREATION COMMISSION  
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting  
January 25, 2016**

**PRESENT:** David C. DiCicco, Chairman  
Matthew M. Toolan, Vice Chairman  
Cynthia J. Chaston, Member  
Christopher J. Gerstel, Member  
Patricia M. Carey, Director  
Robyn G. Fink, Assistant Director

**GUESTS:** *Memorial Park Trustee:* John Gallelo

Mr. DiCicco called the meeting to order at 7:02 PM in the Charles River Room at the Public Service Administration Building (PSAB).

1. **Minutes of Meetings: January 11, 2016:** Mrs. Chaston made a motion to approve the minutes of the January 11, 2016 meeting. The motion was seconded by Mr. Gerstel and the minutes were approved unanimously.
2. **Director's Report:** The Commission reviewed the written report. Mrs. Chaston asked that the skate park be added to the next agenda. Ms. Carey indicated that the proponent had already been asked to attend the next Commission meeting for an informal discussion.
3. **Program Report:** The Commission reviewed the written report. Mr. Toolan asked if there had been any negative comments about the dodgeball programs. Ms. Fink said that most of our summer programs play dodgeball and no calls or negative comments have been received about the programs. Mrs. Chaston questioned the overlap between NCE programs and Park and Recreation programs. She made reference to the meeting the Town Manager held to discuss overlap of programming but nothing ever seemed to come of the meeting. Ms. Fink noted that Park and Recreation is not able to get into the schools until 6:00 PM whereas NCE can begin programming directly after school.
4. **Discussion Items**

**F. Spring/Summer Field Scheduling:** Chairman of the Trustees of Memorial Park John Gallelo addressed the Commission about the fields at Memorial under their jurisdiction. He said the 60' diamond at Memorial Field was designed for Little League and softball. The Memorial Park Trustees have approved for Little League to the spring permit for Friday and Saturday night games. He said that the draft minutes from their last meeting misstated the vote of the Trustees. He noted that the Trustees would discuss any major scheduling changes with the Commission. Mrs. Chaston asked what prompted the change in scheduling. Mr. Gallelo said that the Soccer Club and Needham Baseball and Softball had been

alternating Friday nights, but that the Trustees wanted the 60' diamond to be used for baseball. Mrs. Chaston asked if any of the fields have been scheduled yet at that location. Ms. Carey said that she was in the early stages of scheduling. She also reminded Mr. Gallelo that the Memorial Park Trustees receive all field scheduling information in advance but that she needed them to respond to the information sent, including providing the results of the votes on special event requests. Mr. Gallelo also mentioned that the Trustees are considering returning to the Zoning Board of Appeals to request an extension of the lights until 10 PM on Thursdays and Saturdays, as the Trustees don't feel the lights are used often enough. Mr. DiCicco asked Mr. Gallelo to put field policies on their agenda so it can be discussed. Ms. Carey mentioned that the two boards could have different policies, but that all needed to be in writing. It is easiest for all the groups to have one policy to follow, though.

**A. Rosemary Pool Design and Pool Design Advisory Committee:** Mr. Toolan reported that he and Mr. Gerstel updated the committee on all the decisions that had been made since the November meeting. The advisory committee members were supportive and asked how they could help move the project forward. Mr. Toolan would like to develop a brief explanation that all involved with the project can use to describe what will be done, along with an understanding of what can be done for fundraising. Mr. DiCicco has been meeting with Community Center of Needham, who would also like to know about fund raising. Ms. Carey suggested inviting Assistant Town Manager Dave Davison to the next meeting. Mr. DiCicco stated that the project needs to be addressed as a year-round program site, and not just a 10 week pool project. Mr. Gerstel noted that the Commission will discuss the project with the Board of Selectmen in February, at which time the Selectmen may vote their support. Ms. Carey asked the Commission's input on what they might want on the site, if the pool were decommissioned, for the cost estimator. The consensus was to only ask for the estimate for the decommission and what is required by code. Any new recreation amenities would be dealt with as a separate project. Ms. Carey said that BH+A will be at an upcoming Conservation Commission meeting, submitting the ANDRAD to determine the wetlands delineation. The CPC will likely meet on February 3<sup>rd</sup>, and will need a presentation from the Commission on the funding request.

**B. FY'17 Operating and Capital Budgets:** no new information

**C. Commission Goals and Assignments:** The Commission assigned roles to each member. Commission Goals will be addressed at the next meeting.

**a. Mr. DiCicco:** Liaison to Board of Selectmen, Liaison to Finance Committee, Liaison to Memorial Park Trustees, Co-Liaison to Youth Sports Organizations, Liaison to Board of Health

- b. Mrs. Chaston:** Liaison to Trails Advisory Group, Liaison to Conservation Commission, Works with Staff on Open Space Planning, Liaison to Commission Appointees: Council on Aging, Youth Commission
- c. Mr. Toolan:** Co-Liaison to Youth Sports Organizations, Liaison to Permanent Public Building Committee, Co-Lead on Rosemary Recreation Complex Project, Works with Staff on Program Development, Works with Staff on Facilities Planning
- d. Mr. Gerstel:** Co-Lead on Rosemary Recreation Complex Project, Liaison to School Committee, Representative to Community Preservation Committee, Liaison on Rail Trail

**D. DeFazio Projects: Eversource, MBTA:** Ms. Carey reported that the contractors working with Eversource have been good to work with. They have been communicating regularly about the project. The protective mats will be removed when the weather is appropriate. The MBTA project is progressing with better communication. Mr. DiCicco suggested signs be added about the live train now that the trees are not covering the tracks.

**E. Land Swap Proposal:** On February 9, 2016, the Commission will attend a joint meeting of the Board of Selectmen and School Committee, so that all three boards can review possible land swaps. Mr. DiCicco noted the Commission can discuss further at their next meeting.

**F. Spring/Summer Field Scheduling:** Discussed earlier in the meeting. Please see above.

## **5. Action Items**

- A. Special Event Request: Walker School:** Mr. Toolan made a motion to approve the Walker School's request to use DeFazio Park on October 2, 2016 for their Change Shoes, Change Lives 5k Run and Walk, including passing through from Pollard and using the Carleton Pavilion. Mrs. Chaston seconded the motion and it was approved unanimously.
- B. Special Event Request: Relay for Life:** Ms. Carey said the event would be work at Newman, but under new guidelines, including not placing stakes in the ground for tents. . Mrs. Chaston raised the concern from a prior year, when an emergency contact wasn't availableMs. Carey said they would be required to have an emergency contact. Mr. Toolan made a motion to approve Relay for Life of Needham, Dedham, and Wellesley request for all fields and parking at Newman Elementary School on May 21-22, 2016. Mrs. Chaston seconded the motion and it was approved unanimously.

- C. Special Event Request: Parent Talk:** Mrs. Chaston made a motion to approve Parent Talk's request for DeFazio Tot-Lot on May 22, 2016 for their Barn Babies event. Mr. Gerstel seconded the motion and it was approved unanimously.
- D. Special Event Request: St. Joseph's:** Mr. Carey said St. Joseph Elementary School has been given strict rules as to what can and cannot be done at Greene's Field, due to prior issues. The YMCA schedule will be impacted by the request. Mr. Toolan made a motion to approve St. Joseph Elementary School's request for Greene's Field on June 7, 2016 for their Fifth Grade Picnic. Mr. Gerstel seconded the motion and it was approved unanimously.
- E. Special Event Request: Norfolk Lodge:** Mrs. Chaston asked about the use of a bouncy house, and Ms. Carey noted the Commission had approved it in prior years for this event. Mrs. Chaston made a motion to approve Norfolk Lodge's request for Claxton Fields on August 6, 2016 for a family picnic. Mr. Toolan seconded the motion and it was approved unanimously.
- F. Special Event Request: NHS Seniors:** Ms. Carey said this is a new event for the seniors. Mrs. Chaston made a motion to approve the Needham High School Student Council Class of 2016's request for the high school upper lots and upper field on May 19, 2016 for their Senior Class Barbecue. Mr. Gerstel seconded the motion and it was approved unanimously.
- G. Special Event Request: Track Club:** Mrs. Chaston made a motion to approve the Needham Youth Track Club's request for the track, Conroy, and Founders at DeFazio on July 22-23, 2016 for the Needham Youth Classic. Mr. Toolan seconded the motion and it was approved unanimously.
- H. Special Event Requests: YMCA – Healthy Kids Day, Summer Kick-Off:** Ms. Carey said the event has been at Greene's Field in the past but they would like to move to Newman because it's bigger and has more parking. Mr. DiCicco suggested offering a different location as Newman isn't ready to have a large event on the field yet. Ms. Carey suggested downsizing it and putting it back at Greene's Field. Mr. Toolan made a motion to partially approve the request from the YMCA to hold the Healthy Kids Day event, but that it be down-sized and held at Greene's Field on April 30, 2016. Mr. Gerstel seconded the motion and it was approved unanimously.
- I. Special Event Requests: Soccer Club – Memorial Day, Summer Clinics:** As the second week of the clinic request conflicts with the request for Bay State Football clinic, the Summer Clinic request will be tabled until further information is available. For the Memorial Day Tournament, Mrs. Chaston suggested that the Newman fields would not be ready for this type of event,

and the Commission supported that concept. Mr. Toolan then made a motion to approve the Needham Soccer Club's request for use of all fields at DeFazio, two fields at Cricket Field, High Rock multi-purpose, and Pollard multi-purpose on May 26-31, 2016 for their 40<sup>th</sup> Annual Needham Invitational Memorial Day Tournament. Mr. Gerstel seconded the motion and it was approved unanimously.

- J. Special Event Request: Needham Baseball and Softball – Opening Day, Williamsport, Softball Clinic:** Mr. DiCicco and Mrs. Chaston reminds Needham Baseball and Softball that dogs are not permitted at DeFazio Park. Mr. Gerstel made a motion to approve Needham Baseball and Softball's request for Opening Day at Greene's Field and DeFazio Park on May 1, 2016 (rain date May 7, 2016) with the understanding that no dogs are allowed at the fields. Mr. Toolan seconded the motion and it was approved unanimously. Mr. Toolan made a motion to approve Needham Baseball and Softball's request for Softball Skills Clinic at Claxton Fields on August 22-25, 2016 (rain date August 26, 2016). Mr. Gerstel seconded the motion and it was approved unanimously. Mr. Toolan made a motion to approved Needham Baseball and Softball's request for Asa Small Field at DeFazio with the estimated dates of June 25, 2016 through July 9, 2016 for their District 3 – Williamsport, PA Games. Mr. Gerstel seconded the motion and it was approved unanimously.
- K. Special Event Request: Rocket Lacrosse:** The dates Rocket Lacrosse has requested are contingent on the number of snow days. Mr. Toolan made a motion to approve Rocket Lacrosse's request for Memorial Field and DeFazio Turf for their Lacrosse Clinic at the end of the school year. Mr. Gerstel seconded the motion and it was approved unanimously. Ms. Carey will coordinate the dates with Rocket Lacrosse.
- L. Special Event Request: Bay State Football:** Tabled to the next meeting due to conflicts with another request.

**6. Topics for Future Agendas:** Mrs. Chaston requested the Skate Park be added to the next meeting. Ms. Carey noted that the proponent had already been invited to the next Commission meeting.

**7. Adjournment of Meeting:** Mr. Toolan made a motion to adjourn the meeting at 9:54 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 9:54 PM.

Respectfully submitted,

Robyn Fink, CPRP  
Assistant Director